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Executive Registry

62-2257

11 April 1962

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MEMORANDUM FOR : [REDACTED]

SUBJECT : Report of Cable Secretariat Operations from 1-31 March 1962

1. Cables Processed

a. CIA cables totaled 17,397 IN cables, 6,800 OUT cables, 1,382 TD's and 759 miscellaneous items for a total of 26,338 work items. This represents an increase of 2,203 items or 9% more than the 1961 monthly average of 24,135 work items.

b. Non-CIA cables totaled 12,977, an increase of 605 or 5% above the 12,372 monthly average for 1961. The March 1962 total is 1,990 or 18% more than February 1962. A record number (3,485) of S/S cables were received during the month. Our previous high for S/S cables was 2,838 cables.

c. The combined work units of CIA and non-CIA Cable Secretariat including miscellaneous and service requests totaled 40,132 items or 1,295 items each 24 hour day including Saturdays and Sundays.

d. 536 cables or 2% of all cables processed were furnished to the Director as compared to 625 or 3% for February 1962.

2. Personnel

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As of 31 March we were five persons short of our T/O of [REDACTED] persons. The Office of Personnel is making every effort to fill our needs. As stated in a previous report some of our clerical vacancies are on the night shift and this is where we have a real problem placing people.

3. General

a. Attached is a detailed accounting of the cost of operating the Cable Secretariat for six months ending 9 December 1961.

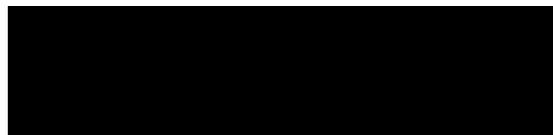
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3. b. We may be over-obligated in certain categories of expenditures for FY 1962. This is due to increased traffic, increased use of overtime, and increased use of the Xerox 914 machine. Increased use of overtime was necessary to disseminate non-CIA cables on week-ends and 24 hours a day (increases our regular overtime by 48 hours) and for having additional people scheduled for the move to the new building on Saturday, March 10. I certainly hope and will do all I can so that we will be able to keep within our present budget. While I feel I must point this out to you, I also feel we will in all probability have enough money in our budget to meet FY 1962 expenses.

c. Three additional pick-ups of State cables (S/S and regular at 0430, 0815 and 1145) were put into effect on 27 March. This makes a total of 11 pick-ups of State cables per day (24 hours).

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Cable Secretary

Attachment

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